



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

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SECRETARY

December 30, 2005

Memorandum To: DOT Managers

From: Herb Henderson
Human Resources Director

Subject: Procedures for Filling Vacant Positions

A recent study of the time to fill vacant positions has revealed that we are exceeding the prescribed time limits. All vacant positions that are posted must be filled within 90 days of the ending posting date. The following procedures should be followed relative to filling vacant positions:

1. Selection of a recommended applicant from a current applicant pool must be made within 90 days of the ending posting date. If there are extenuating circumstances, an exception may be requested through this office; otherwise, the position must be reposted. If the position is reposted, each applicant who applied for the position during the first posting should be notified by letter of the reposting and informed that they will still be considered.
2. When a recommended applicant declines a position and it is within 90 days from the beginning posting date, a second choice selection may be made from the same package. However, management should be aware that if there was a RIF applicant in the package and their RIF rights had subsequently expired, they would still have whatever RIF priority they had when the position was posted.
3. If an applicant accepts a position and reports to work for any part of the day and subsequently resigns, a second selection cannot be made from the posting. The position must be reposted.

HUMAN RESOURCES

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4. Waiver of posting on a position may be requested if the following conditions are met:
 - a. the position is filled within 90 days of the beginning posting date of a previously posted position with the same classification;
 - b. the position description, knowledge and skill requirements, and geographical location is identical to the previously posted position;
 - c. the applicant recommended for the waiver of posting did apply and was considered for the previously posted position;
 - d. the waiver should be for an applicant from the designated most qualified pool to comply with Merit-Based Hiring procedures.

If you have questions regarding these procedures, please contact Angela Faulk or Alicia Simmons at (919) 733-2984.